

2008/2/12

To: GDE PMs  
From: Nobu Toge  
Subject: Monthly Activity Report – Engineering Management (Jan. 2007)

The following activities have been performed or ongoing.

1. **EDMS Category Structure:** An initial implementation of the EDMS category structure has been installed in the ILC EDMS.
2. **EDMS Strategy Discussion:** Toge visited DESY on Jan. 21 and 22 and discussed on the near-future development strategies for EDMS with Walker and Hagge. Our understanding of the mid-range EDMS goals include the following:
  - Make the document management and repository structure available for design efforts at ILC:
    - Existing RDR-related documents.
    - Forth-coming design-related documents.
  - Develop the zeroth order BOMs (Bill of Materials).
  - Make the document management and repository structure available for costing efforts at ILC:
    - Forthcoming costing-related documents.
    - Existing costing-related documents.
3. **EDMS Outstanding Issues:**
  - We need guidance from PM (and EC) as to how to initiate communication with TAGLs for EDMS user registration and team leaders including assignments of uploading privilege. This action is presently on hold, given the volatile situation of the Level 3 (and below) GDE organization. Unless this initial hurdle is cleared, it is impractical to proceed further.
  - A workshop to conduct some real, hands-on EDMS exercises is worth holding at DESY. The primary focus of this workshop is to actually start uploading existing ILC-related technical documents to EDMS, according to the EDMS category and Team/Project structures. An adequate time for this workshop is sometime soon after the Sendai GDE meeting where most of the organizational ambiguities are resolved.
  - Work is in progress to implement a config-control structure in accordance with PM's EDR Planning Document. We need more in-depth discussion on real-life operation of configuration-control aspects within EDMS.
  - The link between the EDMS and Costing Efforts needs refinement.

**E N D**